

ADMINISTRATIVE - INTERNAL USE ONLY

Rec Mgmt 3-3-2
Filing Equipm

21 October 1963

MEMORANDUM FOR THE RECORD:

SUBJECT : New 5 Drawer Non-Insulated Safe

I received a call from [] informing me that Supply Division was interested in executing a purchase order for Mosler, 5 drawer, GSA approved, Class 3 Security File cabinet.

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This combination lock, non-insulated, 5 drawer filing cabinet is only 5½" higher than the present 4 drawer safes presently in use in the Agency. Thus, using the same floor space a 20% increase in filing space is realized.

This new cabinet will weigh 492 lbs. less than the present HHM cabinets. It will sell for \$447, as apposed to \$556. (Cost of present 4 drawer combination lock cabinet.)

The Mosler Co. also makes 2 and 4 drawer safe type cabinets. The 4 drawer sells for \$398.

I visited Mosler Co. to inspect the 5 drawer cabinet to-day and tested the inside measurements by placing a sampling of our guides and folders in a drawer. It will be necessary to use guides that are flat on the bottom and not equipped with the round hole used for insertion of the old type guide rod. However, the old type guide can be used if the hole is cut off.

The only concern I have is the fact that the sides of the drawers are full height, even with the front of the drawer, extending on both sides, front to rear, and not similar to our present type drawer which has an opening in the sides for about 4½" down from the top. It appears to me that the present opening facilitates filing and retrieving of documents and folders.

I called this to the attention of Max, but he felt that the price and space savings would out weigh this filing disadvantage. Logistics Supply Division is placing an order for 80 of these 5 drawer safe type cabinets.

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